

## **JOB ANNOUNCEMENT**

**POSITION TITLE:** Management Analyst I  
**LOCATION:** Administrative Office of the Courts  
**STEP RANGE/SALARY:** 45 - 53/\$15.52 (entry) to \$19.29 (mid-point)  
**TYPE OF POSITION:** Full-time position with benefits  
**CLOSING DATE:** July 27, 2004, at 5:00 p.m.

**APPLICATIONS SHOULD BE DIRECTED TO:**

Human Resources  
450 South State, P.O. Box 140241  
Salt Lake City, Utah 84114-0241  
(801) 578-3804/3890

**TYPICAL DUTIES:** Under general direction of the Manager of Court Services, collects, organizes and manipulates data for use in performing routine statistical analyses, conducting research and writing reports. Other duties may include:

- Collects, organizes, and manipulates data for use in development of policies, forecasts and special studies.
- Performs routine statistical calculations and assists in interpreting data and preparing reports. May provide assistance to other departments in developing and interpreting data and preparing reports.
- Assists with preparation of data for data base management applications; performs data extraction from data base.
- Performs other related duties as requested.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in related field plus 1 year of related experience, OR an equivalent combination of education and experience. Training in research methods and statistical analysis is desirable.

Working knowledge of sampling methodology and statistical analysis, research design methods, and principles of data management. Strong computer skills, including word processing, spreadsheets, presentation and statistical software.

**APPLICATION PROCEDURE:** Applications may be obtained from Human Resources at the Administrative Office of the Courts; 450 S. State St., SLC, phone (801) 578-3804/3890, the Dept. of Workforce Services, or from our website at [www.utcourts.gov](http://www.utcourts.gov).